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30 April 1951

MEMORANDUM FOR: CHIEF, FINANCE DIVISION  
SUBJECT: Receipts for Expenditures

1. OFC is contemplating the issuance of [ ] instruction governing the submission and headquarters handling of receipts for expenditures. This has focussed attention on the fact that there is a wide range of procedure with regard to receipts supporting expenditures. Under some operational circumstances, the mere submission of receipts might constitute a dangerous security hazard. Aside from the submission of no receipts, the following practices seem to prevail:

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- a. The submission of receipts after the deletion of the payor's name.
- b. The submission of true name receipts and their retention by the operating office, and the substitution of a certification that the receipts are on hand.
- c. The submission of true name receipts which are shown to the certifying officer and then returned to the operating office for safekeeping in its files.
- d. The submission of true name receipts directly to the Finance Division for examination and retention in its files.

2. The very fact that there is such a wide range in practices regarding the submission and subsequent handling of the receipts indicates that there is no clear-cut policy on this subject in either the field of financial regulation or security.

3. As a starting point for the considered study of this problem, it is requested that Finance Division indicate a listing of the various practices currently in effect and the relative frequency with which each practice is followed. Secondly, if relatively clear-cut policies of security are governing the use of any one or more of the procedures currently in practice, it is requested that these principles be set forth.

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4. It is proposed to use the reply to this memorandum as the starting point for a study of this subject by the Task Force. In order that we may have a firm commencement date for this study, it is requested that your reply be available by 15 May 1951.

  
Deputy Comptroller

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